

Procedure for Assessing Recognition of Prior Learning (RPL)

Graduate Certificate of Counselling & Psychotherapy

Graduate Diploma of Counselling & Psychotherapy

Master of Counselling & Psychotherapy

Please use this document in conjunction with the **Advanced Standing and Recognition of Prior Learning Policy (RPL)**. We ask that students read both the policy and this document prior to applying for RPL. The [policy](#) can be found [here](#).

Application process:

RPL can be granted for prior learning, or prior work experience. To apply for Recognition of Prior Learning involving previous study, students will need to:

Self-assess your eligibility to apply for RPL using the questions below as a guide:

- Is the unit that you originally completed at the same level or higher? (For example: Bachelors degrees are at AQF 7, Certificate and Graduate Diplomas are AQF 8. Masters are AQF 9, Doctorates and PhDs are AQF 10)
- Did you successfully complete the original unit for which you are seeking RPL within the last ten (10) years?
- Does the content of the original unit for which you are seeking RPL match the content of the equivalent unit within our course?
- Can you provide information and evidence that supports your application? (Examples of appropriate evidence provided below)
- Please note: Our accreditation does not permit the provision of RPL for work integrated learning/Counselling placements and RPL can only be granted for up to 50% of a course being completed.

If you can answer 'yes' to these four questions, then we encourage you to apply by following the steps below. If you answered 'no' to any of these questions and would like to discuss your application further, please speak with your [Course Coordinator](#). If you are applying for RPL for recognition of work experience, please follow these steps:

Complete the RPL form located at <https://www.cairnmillar.edu.au/postgraduate-courses/application-for-rpl-and-credit-transfer/>



Upload relevant evidence to support your application

Relevant information includes:

- Certified copies of original academic transcripts
- Unit/Course outlines that detail associated assessments, the material covered, and the Learning Outcomes of the unit/s completed
- Other evidence that supports your argument that the material within the completed unit/s are equivalent to the unit for which you are seeking RPL
- For work experience: proof of previous employment
- Evidence of duties completed in the role (position description, reference)

It is the student's responsibility to supply appropriate documents to the Cairnmillar Institute. Applications without supporting documentation cannot be assessed.

Submit the application (consisting of the application form and your supporting evidence) to <https://www.cairnmillar.edu.au/postgraduate-courses/application-for-rpl-and-credit-transfer/>

Decision process:

In making a Recognition of Prior Learning decision, we are looking for:

- **Equivalency**
Previous units must be at an equal or higher level to the Cairnmillar unit for which RPL is being sought.
- **Overlap**
 - There must be an overlap of at least 80% between the academic content of the successfully completed unit/course/s, and the Cairnmillar unit for which the student is hoping to gain RPL. Without this overlap, we cannot grant RPL.
 - Overlap does not need to be established at a 1:1 ratio. RPL for a single Cairnmillar unit can be established by an 80% overlap with a combination of previously completed units/courses. All units need to be at the same or higher level to the Cairnmillar unit for which RPL is being sought.

Administration process:

- The Student Administration team will forward the application to the Course Coordinators
- The Course Coordinators will form a panel which will include relevant staff (as required) to determine the equivalence of specific aspects of the application.
- Students may be asked for additional information or clarification to help the panel reach its decision

- The Course Coordinators will inform the Student Administration team of the decision. The Student Administration team will then notify the student of the outcome and process any approved RPL as needed.
- Students may choose to appeal the panel's decision in line with the processes set out in the Advanced Standing and Recognition of Prior Learning Policy.